



## Security

### Manned Guarding Services

At some large, particularly criminal-attractive or sensitive sites, a manned security presence may be appropriate. This approach is highly desirable, and to be fully effective it must be combined as an integrated package with physical, electronic, surveillance and procedural elements.

#### Managing the Risk

A risk assessment should be undertaken to consider the type of manned guarding service required; factors will include the size, nature and sensitivity of the premises, the adequacy of the existing protections, and the likely monetary and commercial impact of a serious fire or theft.

**Static Guards:** Uniformed permanent guards, who may be either contracted from a company accredited by the NSI (National Security Inspectorate), or may be your own 'in house' employees. This is the most effective type of manned guarding, and the following conditions should be in place:

- A security control room or similar should be provided on the premises, in which all premises alarm systems and CCTV surveillance monitoring equipment is installed.
- Random internal and external patrols should be conducted as appropriate, and recorded by means of strategically located check points throughout the site.
- A procedure of regular routine checks should be in place to ensure the welfare of the site guards.

**Mobile Patrols:** Uniformed guards, contracted from a company accredited by the NSI, make random inspections of the site during the hours of unoccupancy. This is a much less effective method than the presence of permanent guards.

**Keyholding Services:** A 'first response' to an alarm activation may, where appropriate, be provided by a company accredited by the NSI for keyholding operations, and their staff should hold individual Security Industry Authority

(SIA) licences. Such companies can also provide lock-up services, including final checking of the premises.

**Procedures:** Human Element issues, relating to the management procedures primarily aimed at reducing the likelihood of an event occurring or how to react in the event of an emergency, should be addressed:

- Emergency and operational procedures should be documented, and security guards should fully understand the procedures and required actions.
- Documented reports of any incidents should be provided promptly by the security guards to a senior site manager.
- Where guards are directly employed by the company:
  - All security staff should hold Security Industry Association (SIA) licences.
  - The number of guards should be adequate to cover holiday and sickness absence.
  - Duties, responsibilities and procedures should be clearly set out and understood, and an effective monitoring regime established.

**Standards:** The references are the latest enforceable version of:

- BS 7499 – Code of Practice for Static Site Guarding and Mobile Patrol Services.
- BS7984 – Code of Practice for Keyholding and Response Services.
- Security Industry Association (SIA) licences for all appropriate security company staff. Some SIA compliant companies have joined the SIA non-compulsory Approved Contractor Scheme (ACS); however SIA licences are still required for individual security company staff.
- Accreditation by the National Security Inspectorate (NSI) for guarding operations indicates compliance with the above standards.

For further information please contact your local AIG risk engineer.

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